

## **SECTION D - PACKAGING AND MARKING**

### **D.1 PAYMENT OF POSTAGE AND FEES**

All postage and fees related to disseminating the Campaign's message to the public shall be paid for by the Government at cost (e.g. without the addition of fees/profit or a material handling charge). The Contractor should include consideration of pre-sorting, bulk shipments, etc. to maximize postal savings. Cost of submitting information to the Contracting Officer or the Contracting Officer's Technical Representative (COTR) (including forms, reports, correspondence, etc.) shall be the responsibility of the Contractor.

### **D.2 MARKING**

All information submitted to the Contracting Officer or the Contracting Officer's Technical Representative (COTR) shall clearly indicate the contract number and task order number for which the information is being submitted. The Contractor shall mark all shipments in accordance with best commercial practices. Additional packaging, packing, and marking requirements will be specified, as necessary, in individual task orders issued under this contract.

### **D.3 PACKING AND SHIPPING**

a. Material shall be packed for shipment in such a manner that will insure acceptance by common carriers and safe delivery at the destination. Containers and closures shall comply with the Interstate Commerce Commission regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. All items are to be packed for domestic shipment to comply with standards and practices of the industry to ensure safe delivery without marks, scratches, dents or other damages. All shipments shall be properly packaged to ensure against any possible damage resulting from improper handling, inclement weather, water, excessive heat or cold and to ensure acceptance by common carrier for safe transportation to the point of delivery.

b. A packing list or other suitable shipping document shall accompany each shipment and shall show the (1) name and address of consignor, (2) the name and address of consignee, (3) Government contract and purchase order/delivery order number, (4) Government bill of lading number covering the shipment, if any, and (5) description of the material shipped, including item number, quantity, number of containers, and package number, if any.

c. The Contractor shall notify the Government's point of contact at each delivery point at least two business days prior to the anticipated date of delivery.

**[End of Section D]**